

MINUTES OF CORDOVA TOWNSHIP REGULAR MONTHLY MEETING  
January 20, 2014 – 7 p.m.  
Cordova Township Office

Approved February 17, 2014

Supervisor Jon Kavanaugh called the regular monthly meeting of the Cordova Township Board of Trustees to order at 7 p.m. in the Cordova Township Office on January 20, 2014.

Present: Supervisor Jon Kavanaugh, Robert Coers, Bonnie Hanna and Morris McLaughlin, Trustees. Trustee Boone arrived at 7:33 p.m.

Also present: Sandy Gustafson, Clerk, and Pam Bruner, Civic Center and Cemetery Manager. Road Commissioner Filbert was not in attendance.

Supervisor Kavanaugh led The Pledge of Allegiance.

Robert Coers made a motion, seconded by Bonnie Hanna, to approve the December 16, 2013, Cordova Township Regular Monthly Meeting Minutes. Ayes: Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

**Communications:**

**Food Basket Report 2013:** The Board members had received this report in their mailed packets. The Board felt that the report was very well done.

**Citizens Wishing to Address the Board:** None

**Approval of Bills/Financial Reports:**

The Road District statements of revenue and expenses for December, 2013, were reviewed. Morris McLaughlin made a motion, seconded by Bonnie Hanna, to approve for payment the December, 2013, Road District bills. Ayes: Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

The Town Fund statements of revenue and expenses for December, 2013, were reviewed. Bonnie Hanna made a motion, seconded by Robert Coers, to approve for payment the December, 2013, Town Fund bills. Ayes: Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

The General Assistance statements of revenue for December, 2013, were reviewed. Robert Coers, made a motion, seconded by Morris McLaughlin, to approve the General Assistance financials for December, 2013. General Assistance requests have been way down this year. Ayes: Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

The Civic Center statements of revenue and expenses for December, 2013, were reviewed. Morris McLaughlin made a motion, seconded by Robert Coers, to approve for payment the Civic Center bills as presented for December, 2013. Ayes: Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

The Cordova Cemetery statements of revenue and expenses for December, 2013, were reviewed. Bonnie Hanna made a motion, seconded by Jon Kavanaugh, to approve the Cemetery statements of revenue and expenses for December, 2013. Ayes: Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

### **Old Business, Discussion and Approval Motions:**

**Veterans' Memorial:** Supervisor Kavanaugh had nothing to add at this time.

**Cemetery Report:** Pam Bruner, Cemetery Manager, had submitted a written report to the Board. Pam is still checking into our compliance status, and there is a possibility that we might be exempt because we are a municipality.

**Cemetery Bench Repair:** Tom Border has given two quotes on repairing the Cemetery benches. There are 24 benches. Option One: Remove all damaged wood, replace with 2 x 10' pressure-treated wood, install new carriage bolts and hardware. \$75 per bench and add \$15 per bench to paint. Total Cost of Option One: \$2,160. Option Two: Replace only severely damaged boards and repaint all benches. \$50 per bench. Total Cost of Option Two: \$1,200.

Robert Coers made a motion, seconded by Bonnie Hanna to select Option One at a cost of \$2,160. All wood will be replaced with pressure treated lumber, new carriage bolts and hardware will be added; all benches will be painted. Ayes: Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

**Civic Center Report:** Pam Bruner, Civic Center Manager, had submitted a written report to the Board.

**Emergency Board Contacts for New Hot Water Heater:** Supervisor Kavanaugh contacted the Township Board Trustees when the Civic Center hot water heater failed after the last Township meeting. He asked their opinions as to various repair options offered by J. L. Brady Co. The Board members decided to go with a Navien 240 Tankless Heater at a cost of \$2,615. J. L. Brady Co. was able to direct vent the water heater and cap off the other chimney solving the cold temperature problem. TOIRMA is still checking whether they will be able to cover this repair. So far, the new water heater has been working great.

**Locks:** Supervisor Kavanaugh fixed the back door latch and will be installing a new front door lock at the Township office.

**Front Entrance Enclosure--Update:** Pam Bruner met with Doors, Inc. and was told that the new Civic Center front entrance enclosure will have two electronic doors which will have to open at the same time. The Board discussed this issue and decided to table it for future discussion.

**Window Replacement Schedule Update:** The company has received the down payment and is ready to get started. Pam will try to get a waiver from the Village for a building permit.

**Road Commissioner's Report:** Chris Filbert, Road Commissioner, had submitted a written report to the Board.

**Community:** The next Cordova Community Celebration meeting will be on February 10 at 7 p.m.

**Youth Committee**—No report.

**Senior Committee**—The flu shot bill has been received.

**Cordova Park Board:** Pam Bruner reported that the Park Board was interested in adding better lighting to the Park. Would MidAmerican Energy allow the use of their existing poles for additional lighting for the Park? Pam will get a MidAmerican contact name from Commissioner Filbert and call to find out. The next Park Board meeting is on Wednesday, January 22.

**Executive Session:** Not needed. Supervisor Kavanaugh will ask a township attorney about the closed session minutes.

#### **New Business:**

**Payroll Increase for Civic Center and Cemetery:** The Board discussed a payroll increase for Civic Center and Cemetery employees. Jon Kavanaugh made a motion, seconded by Bonnie Hanna, to approve a 3% annual pay increase for the Civic Center and Cemetery employees. This increase will begin with the April 2014 payroll. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

**Attorney Proposal:** Supervisor Kavanaugh distributed to the Board a proposal from Ancel Glink to represent Cordova Township in the position as attorney. Jon asked the Board to please look over this proposal and be prepared to discuss it at next month's meeting in February.

**Supervisor's Comments:** Nothing additional to add at this time.

Any other business to come before the Board that will be added on next month's agenda:  
Attorney Proposal

**Adjournment:**

Bonnie Hanna made a motion, seconded by Robert Coers, to adjourn this meeting. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Meeting adjourned at 7:50 p.m.

Respectfully submitted

Sandra Gustafson, Cordova Township Clerk